

# REPORT / RECOMMENDATION



**To:** Park Board

**Agenda Item #:** VI.A.

**From:** Ann Kattreh  
Director of Parks & Recreation

**Date:** March 10, 2015

**Subject:** Election of Officers

**Action** ☒

**Discussion** ☐

**Information** ☐

## **Action Requested:**

Elect a Chair and Vice Chair

## **Information / Background:**

Each year the Park Board self-elects a Chair and Vice Chair. I will request nominations from the Park Board for Chair. If there is more than one nomination, Janet Canton will pass around paper ballots for Park Board members to vote for their choice of Chair. The same process will then be used to elect a Vice Chair. In the case of a tie, nominations for that position will reopen and the process will start over until a Chair and Vice Chair are chosen.

The main duties of the Chair are:

1. Work with staff in establishing an agenda prior to each meeting.
2. Chair the process of each Park Board meeting. The Chair provides leadership that keeps Park Board meetings orderly, democratic and encourages input from all Park Board members and guests.
3. Serve as spokesperson for the Park Board at City Council meetings, work sessions and other public functions.
4. Assign Park Board related duties to Park Board members.
5. Assist the City Council with interviewing applicants who were interested in serving on the Park Board.

The Vice Chair is to carry out the duties of the Chair in his/her absence.

In accordance with City Code, a member may serve a maximum of two consecutive years as Chair.